

TRANSMITTAL, ACTION AND CONTROL					
SGS LOG:		IN SGS:		OUT SGS:	
				DATE PREPARED: 27 April 2005	
SUBJECT: Military Training Service Support (MTSS)					
ACTION OFFICER/OFFICE SYMBOL/PHONE NUMBER: Mike Speer, 545-7315				DIRECTOR'S/COMMANDER'S SIGNATURE: <i>[Signature]</i> COL John M. Carmichael	
<input checked="" type="checkbox"/> SIGNATURE <input type="checkbox"/> APPROVAL <input type="checkbox"/> INFORMATION					
<input type="checkbox"/> SGS <input type="checkbox"/> Dep CofS <input type="checkbox"/> Garrison CSM <input type="checkbox"/> USAIS CSM <input type="checkbox"/> USAIC CSM <input type="checkbox"/> DIF <input type="checkbox"/> GC <input type="checkbox"/> CofS, USAIC <input type="checkbox"/> DCG <input type="checkbox"/> CG					
<p>DRM is requesting a signed MOI from the G3.</p> <p>MTSS has been in place since July of 2004, G3, DOT has complied with all requirements and has no issues.</p> <p>RECOMMENDATION: G3 sign MOI.</p>					
S: 2 Nov 2004					
COORDINATION/APPROVAL					
OFFICE	ACTION	NAME AND DATE	OFFICE	ACTION	NAME AND DATE
OTD	concur	Mike Speer 27Apr 05			
STAFF REMARKS: (Command Group Use Only)			APPROVAL AUTHORITY APPROVED: DISAPPROVED: NOTED:		



DEPARTMENT OF THE ARMY
HEADQUARTERS UNITED STATES ARMY INFANTRY CENTER
FORT BENNING, GEORGIA 31905-5000

REPLY TO
ATTENTION OF

ATZB-RMP

2 November 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Military Training Service Support (MTSS) Implementation at Fort Benning - MEMORANDUM OF INSTRUCTION (MOI)

1. REFERENCES:

- a. HQDA Message 292105Z Aug 02, Subject: MTSS Test Policy and Procedures.
- b. Memorandum ODCS, G-1, DAPE-MPO, 4 December 03, Subject: FY04 Reserve Officer Training Corps (ROTC) Active Duty Branching Results.
- c. Joint Federal Travel Regulation.
- d. AR 614-6, Permanent Change of Station.
- e. AR 600-8-11, Reassignment.
- f. Initial Draft Memorandum of Agreement, between Financial Management and Comptroller, Office of the Deputy Chief of Staff, Army G-3, Office of the Assistant Chief of Staff for Installation Management, Office of the Chief, Army Reserve, Office of the Director, National Guard Bureau.
- g. HQDA Message 251417Z May 04, Subject: Implementation of Military Training Service Support (MTSS) Program at Fort Benning, Georgia – FY 04.

2. **PURPOSE:** To provide guidance and establish responsibilities for implementation and execution of Military Training Service Support at Fort Benning beginning 11 July 2004.

3. **GENERAL:**

- a. Fort Benning will implement Military Training Service Support with classes beginning on or after 11 July 2004. MTSS is applicable to all army Temporary

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Duty (TDY)/Active Duty Training (ADT) military students attending courses of instruction at the Infantry School and Noncommissioned Officer Academy to include training conducted under the purview of the United States Army National Guard, School Code 964 at Fort Benning, GA.

b. Under MTSS, TDY/ADT orders will direct government quarters at no cost to the soldier. Government deductible meals will be directed at no cost to the soldier as delineated in paragraphs below. Fort Benning will be funded or reimbursed to provide lodging, limited transportation, and meals for Active Army and Reserve Component students TDY/ADT to the United States Infantry Center, United States Infantry School, and NCO Academy.

4. CONCEPT/PROCEDURES:

a. Lodging Procedures

(1) All resident Service School students in a TDY/ADT status will be provided government quarters (barracks or Army lodging) and students should be instructed to report to Olson Hall, Building 399, for room assignments except for students attending the following courses:

(a) MOS AIT Reclassification Students will report to 30th AG Reception battalion, Building 3020, Sand Hill for in processing and housing (barrack) assignment.

(b) PLDC and Basic Noncommissioned Officer Course (BNCOC) Students will report to Building 2760B, Main Post, for in processing and housing (barrack) assignment.

(c) Officer Candidate School (OCS) Students will report to Building 2757, 3/11th Bn Headquarters, Main Post, for in processing and housing (barrack) assignment.

(d) Sniper School Students will report to Bldg 4883, Harmony Church, for in processing and housing (barrack) assignment.

(e) All Ranger Students will report to Building 5000, Harmony Church, for in processing and housing (barrack) assignment.

(f) Reconnaissance and Surveillance Leader students will report to Building 5008B, Rebel Hall, Harmony Church, for in processing and housing (barrack) assignment.

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(g) Reconnaissance and Surveillance Leader – Reserve Component (RC) students will report to Building 5008B, Rebel Hall, Harmony Church, for in processing and housing (barrack) assignment.

(h) Airborne Students (SSG and below) will report to Building 2748 for inprocessing and housing (barrack) assignment.

(i) Airborne Students (SFC and above to include Officers) will report to Olson Hall, Building 399 for government lodging.

(2) Fort Benning Lodging will provide lodging to MTSS students from report date through completion of training. Per Diem for Lodging is not authorized for students on TDY or ADT orders. Sending organizations are responsible for all other lodging costs.

(3) The Lodging front desk will use the Army Training Requirements and Resources System (ATRRS) to identify the test population and segment code (AC, AR, NG) and download test population data into the Lodging reservation system.

(4) Lodging will establish a separate market segment code in the GALAXY system to track MTSS student lodging population by Army component (AC, USAR and ARNG).

(5) Lodging will maintain and retain individual "MTSS" folios separately for audit purposes.

(6) Battalion S-1 will notify Lodging and Students, in writing (E-mails acceptable), when students are dismissed for cause or are flagged (i.e., recycled). If a student does not vacate lodging within three business days after dismissal, action will be taken to notify school commandant for appropriate action. Units will advise students that they are no longer part of the MTSS population and all future charges will be their responsibility. The Lodging Operation will change the student's guest market segment from MTSS.

(7) Battalion S-1 will provide Lodging, five days prior to class start date, a roster to include name, social security number, dates of required lodging and Army component of MTSS students.

(8) On the first and fifteenth working day of each month, the 11th Infantry Regiment, 29th Regiment, BCTB and NCOA representatives, with signature authority will validate student folios in the Lodging Conference Room for on-post and/or off-post contract lodging. Validation must be completed within three business days.

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(9) Lodging will notify the DMWR fund administrator or representative when validation process is complete. The DMWR representative certifies the documents for payment and forwards the SF 1034 and Lodging Invoice to DFAS Orlando. Payments to off-post contract hotels will be made using the government travel card by the appropriate government travel cardholder. Process must be completed within five business days.

(10) When installation lodging is not available, arrangements will be made by Lodging Front Desk Staff for MTSS students to be lodged in local contract hotels simultaneously making an on-post reservation for the first available lodging accommodation available. Students will not be brought back on post with less than eight days remaining on their TDY/ADT orders.

(11) Lodging Operation will collect all incidental expenses, i.e., phone charges, from individual students. Students will only receive the folio with the incidental expenses; room folios will not be furnished.

(12) Soldiers are not authorized per diem at their permanent duty station (PDS). When institutional training is directed at new PDS site (i.e., Fort Benning) Soldier must sign into the installation before they report for training.

(13) Soldiers may not blackbird at Fort Benning to await training at a different installation site. These soldiers will be required to depart upon course graduation.

(14) Soldiers may blackbird after initial course graduation only when attending another course at Fort Benning.

b. Dining Procedures:

(1) Fort Benning will feed from class start date to class end date except for Active Component IOBC Immediate Active Duty students. Active Component OBC students will be fed starting the day after they arrive through class end date to include any follow-on courses except for weekends and federal holidays.

(2) Breakfast, lunch and dinner meals will continue in accordance with current policy by providing dining facilities seven days per week for resident service school students attending the following courses:

(a) Military Occupational Specialty Advanced Individual Training (MOSAIT) Reclassification Training,

(b) Primary Leadership Development Course (PLDC) (TDY students),

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- (c) Basic Non Commissioned Officer Course (BNCOC),
- (d) Advanced Non Commissioned Officer Course (ANCOC),
- (e) Officer Candidate School (OCS) ,
- (f) Airborne School (SSG and below),
- (g) Ranger School (Essential Unit Mess),
- (h) Javelin Gunnery Course,
- (i) Reconnaissance and Surveillance Leaders Course-Reserve Component (RC).

(3) All other resident service school MTSS students will subsist at installation dining facilities weekdays at no cost to the soldier with full meal per diem on weekends and federal holidays.

(4) Specific feeding times will be coordinated between a primary POC from each unit and Installation Food Service Advisor.

(5) A bar code reader will be placed at the beginning of each serving line of any dining facility supporting MTSS students to include those currently being fed seven days per week. Each student will be required to present his/her military ID card or CAC card and scan prior to being served. Manual sign-in sheets will be in place as a backup system in case of equipment failure. The sign-in sheets will also be used for MTSS students who are not yet in the database. The Food Service Advisor/contractor will receive the sign-in sheets and verify if the students are MTSS prior to adding them to the database.

(6) Schools will provide contractor, within three days of class report date, a roster to include name, social security number, Army component (AD, NG, RS), course, class number, phase, report date, and end date. Rosters can be provided through AIMS, email, or fax.

(7) Schools will notify contractor, in writing (emails acceptable), when students are dismissed for cause or are flagged (i.e. recycled). Food Service Advisor/contractor will update the MTSS dining facility database.

(8) All students recorded on the manual sign-in sheet must be validated prior to entry into the database. Schools will identify a POC to provide information

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on students that cannot be found in ATRRS, AIMS, or class rosters. The POC must be willing to work with the contractor when needed.

(9) Food Service Advisor/contractor will maintain statistical headcount data by name, social security number, and component (AC, USAR, and ARNG). Student statistical data will be submitted to Resource Management for reimbursement.

(10) Food Service Activity will be reimbursed on a bi-monthly basis at the standard meal rate for resident service school MTSS students for actual meals served.

(11) Food cost to support ARNG TASS Battalion students (Pre Ranger and OCS, Phase III) and staff is chargeable to the Subsistence In Kind account at no cost to the ARNG. Operational cost for DFAC (i.e., manpower) is chargeable to the ARNG.

c. Transportation Procedures:

(1) In and around mileage reimbursement for students traveling by POV may be authorized by the order issuing official as follows:

(a) 12 miles in and around (assigned on-post lodging/barracks)

(b) 25 miles in and around (assigned off post lodging)

(2) On-post transportation troop lift service is only available to selected resident service school students. Commercial (non-government) taxi service is available on-post. Students that must travel by air will be authorized taxi fare not to exceed \$42.00 per week.

(3) Fort Benning will provide transportation troop lift service to support ARNG Pre-Ranger and OCS, Phase III TASS BN housing, meals, and classroom requirements which will continue to be funded by NGB.

(4) All transportation requirements to/from training and messing be accomplished via POV, scheduled TMP lifts (as is the process for transporting non-TDY/ADT resident service school students), or rental car (if authorized on student's orders).

d. Accounting Procedures:

(1) Fort Benning will:

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(a) Establish/maintain procedures to ensure upfront fund control including accounting for commitments, obligations and disbursements.

(b) Fund authorized training requirements for follow-on training from the APG TTDY (MTSA) account, as authorized, unless training is conducted at Fort Benning. This applies to training directed by Commander, Human Resources Command after soldier departs losing PDS.

(c) Issuance of CNA Numbers to MTSS participants is not authorized since lodging and meals are centrally funded.

(d) Maintain test metric worksheet on a monthly basis for one year. Completed metric worksheet will be sent to the G-3 quarterly. Report is due on the 15th of the month after the quarter ends.

(e) Fort Benning will provide monthly financial disbursement reports. Reports will be sent to the G-3 for distribution to OASA(FM&C), OCAR and NGB. Report is due on the 15th of each month for the previous month.

(f) Assigned AMS code and point account will be utilized by Fort Benning for OMA reporting purposes.

5. RESPONSIBILITIES:

a. **Commander, 11th Infantry Regiment:**

(1) Provide a name of POC in S-1 or POCs in each course that will be responsible for student validation for lodging and meals served to Lodging and Food Service no later than 30 October 2004.

(2) Validate student folios and messing reports within three days of receipt.

(3) Input transportation requirements in TATSS/BATSS in timely manner, as needed. Requests should be submitted prior to 13 week lock out period to minimize scheduling conflicts.

b. **Commander, Ranger Training Brigade:**

(1) Provide a name of POC in S-1 that will be responsible for student validation for billeting and meals served to Lodging and Food Service no later than 30 October 2004.

(2) Validate student folios and messing reports within three days of receipt.

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(3) Input transportation requirements in TATSS/BATSS in timely manner, as needed. Requests should be submitted prior to 13 week lock out period to minimize scheduling conflicts.

c. **29th Infantry Regiment:**

(1) Provide a name of POC in S-1 that will be responsible for student validation for billeting and meals served to Lodging and Food Service no later than 30 October 2004.

(2) Validate student folios and messing reports within three days of receipt.

(3) Input transportation requirements in TATSS/BATSS in timely manner, as needed. Requests should be submitted prior to 13 week lock out period to minimize scheduling conflicts.

d. **Commandant, Noncommissioned Officer Academy:**

(1) Provide a name of POC in S-1 that will be responsible for student validation for billeting and meals served to Lodging and Food Service no later than 30 October 2004.

(2) Validate student folios and messing reports within three days of receipt.

(3) Input transportation requirements in TATSS/BATSS in timely manner, as needed. Requests should be submitted prior to 13 week lock out period to minimize scheduling conflicts.

e. **Directorate of Training, G-3:**

(1) Provide POC to coordinate DOT support for MTSS.

(2) Ensure transportation requirements are included in TATSS/BATSS.

(3) Provide POC knowledgeable in ATRRS to answer ATRRS questions.

f. **Directorate of Information Management:**

(1) Provide primary point of contact that will coordinate all information management issues associated with implementation of MTSS.

(2) Coordinate with functional POCs to ensure hardware and connectivity requirements required for MTSS are procured and provided.

g. **Directorate of Logistics:**

- (1) Provide POCs to coordinate G-4/Logistics support for MTSS.
- (2) Provide transportation troop lift support for MTSS students to/from meals.
- (3) Maintain current shuttle bus service to support ARNG Pre-Ranger and OCS, Phase III TASS BN housing, meals, and classroom requirements which will continue to be funded by NGB.
- (4) Establish internal procedures to maintain statistical headcount data by name, social security number, and component (AC, USAR, and ARNG). Student statistical data will be sent to the respective schools to include the ARNG TASS Battalion representative for validation before payment is submitted to Resource Management.

h. **Directorate of Morale Welfare and Recreation:**

- (1) Lodging: Comply with lodging procedures as outlined above in para 4a.
- (2) DMWR, Resource Management Office:
 - (a) Establish/maintain procedures to ensure upfront fund control including accounting for commitments, obligations, and disbursements.
 - (b) Maintain test metric worksheets on a monthly basis for one year. Send completed metric worksheet to the DRM-IMA quarterly. Report is due on the 10th of the month after the quarter ends.
 - (c) Provide input for monthly financial disbursement reports to DRM-IMA, no later than 10th of each month for the previous month.
 - (d) Process payments and reimbursements for the lodging.

i. **Director of Resource Management (DRM), IMA:**

- (1) Establish/maintain procedures to ensure upfront fund control including accounting for commitments, obligations, and disbursements.
- (2) Maintain test metric worksheets on a monthly basis for one year. Send completed metric worksheet to the DA, G-3 quarterly. Report is due on the 15th of the month after the quarter ends.

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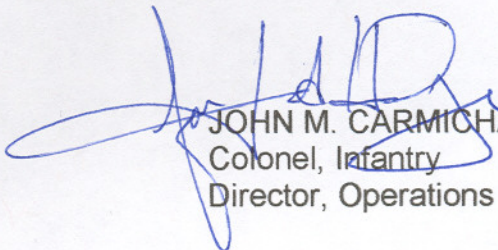
(3) Provide monthly financial disbursement reports to DA, G-3 for distribution to OASA(FM&C), OCAR, and NGB. Report is due on the 15th of each month for the previous month.

(4) Process reimbursements for the standard meal rate for meals served (actual headcount) at the dining facilities.

(5) Coordinate with DA, G-3, OCAR, and NGB, for additional funding and MIPRs as required.

6. **POCs:** The Installation POC is Mr. Chuck Walls at (706) 545-1500. The DRM POC is Gillian Long at (706) 545-6813.

FOR THE COMMANDER:


JOHN M. CARMICHAEL
Colonel, Infantry
Director, Operations and Training, G-3

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